

**Intermediary Service Organizations  
Meeting Agenda  
Tuesday – March 20, 2007**

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**I. Welcome/Introductions**

**II. Approval of Minutes**

**III. Overview/Discussion of Issues**

- Tax Obligations
- Workman's Compensation
- Report on FI from Montana
- Code Options
- Service Specifications
- Technical Assistance Grant

**IV. Other ISO Topics/Issues**

**V. Future Meeting Dates**

**VI. Responsibilities for Next Meeting**

**VII. Adjournment**

# Consumer Directed Care Intermediary Service Organizations Sub-Group

Date of Meeting: 3/20/2007

Minutes Prepared By: Pam McGarry

## 1. Purpose of Meeting

- Member Introductions
- Review and Approval of Minutes
- Discussion Topics
- Define Goals and Objectives for Sub-Group
- Identify Items Needing Further Research

## 2. Attendance at Meeting

Name	Company
Alan Schafer, Lead	AHCCCS LTC Manager
Marina Whitmore	AHCCCS
April Charpiot	Consumer/Advocate
Mike Derryberry	Consumer (teleconferenced)
Barbara Hess	Pinal/Gila Long Term Care
Janice Salm	Pinal/Gila Long Term Care
Francine Pechnik	EverCare
Chuck Dow	EverCare
Joey Zepeda	SCAN
Pam McGarry	Pinal/Gila Long Term Care
Absent: Margie Baker, Pima Health Systems; Theresa Harri, AHCCCS	

## 3. Meeting Notes, Decisions, Issues

- Tax Obligations – April researched this issue and found that, in most states, the FI interfaces directly with the IRS and State Departments of Revenue. April obtained a packet of the necessary tax forms and Alan also has this from Public Partnerships (DD's Fiscal Intermediary).
- Workman's Comp – FIs in many other states do pay into Workman's Comp. April has spoken with a State Representative who is researching this issue in Arizona. DD currently accesses this through the DOA and their FI buys into the State's Workman's Comp fund. EPD ALTCS cannot use this same route.
- Montana FI – Alan met with this group who has contracts with New Mexico, Alaska, Montana, and Utah. In one of the States, they are the only FI. In Utah, they also offer support services as well as FI services. Alan mentioned they will be an Attendant Care provider for Pima Health Systems.

- Code Options – Still working on this. There is one code currently that DD uses – per diem. Alan proposes to put together a packet to request a range of codes be added to the national HCPCS codes. He envisions 4 codes. It's important in managed care to track these expenditures and to track utilization. The question came up about the use of modifiers but this would get away from a unified coding process.
- Service Specifications – Need to do services specs for the AMPM. Will create a CDC Chapter, probably, Chapter 1300. On April 6, 2007, Alan, Carol Sanders, Julie Bubul, and other staff from AHCCCS will begin working on this.
- Technical Assistance Grant – This grant is good through the end of August 2007. The contact person is Robin Stone with the American Association for Homes and Housing for the Disabled. Alan asked for input from group members and suggests that we have them work on a comprehensive contract for PCs to use that outlines what the FI does (Contract template). In response to a question about whether the State expects all PCs to use the same FI, Alan stated no but he thinks it may initially go that way. The second idea for the use of this grant is to conduct case manager training on CDC.
- Alan opened the meeting with a review of questions posed to the ISO Sub-Group from other Sub-Groups. See attached handout of Questions and Responses prepared by Alan and passed out to all participants.
- Misc. Issues – Other items discussed briefly included: addressing costs incurred by consumers from advertising for workers; whether conducting background checks is going to be required and, if a consumer chooses not to do this, what type of documentation is needed.

#### 4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>
Workman's Comp access	April Charpiot	4/17/2007	In Progress
Work on proposed coding options	Alan Schafer, AHCCCS	4/17/2007	In Progress
Decisions on use of Technical Assistance Grant	Alan Schafer, AHCCCS	4/17/2007	In Progress
Begin work on creating Service Specs	AHCCCS Staff Julie Bubul	4/6/2007 - meeting scheduled	In Progress

#### 5. Next Meeting

<i>Date:</i>	<i>Thursday, 4/17/2007</i>	<i>Time:</i>	<i>11:00 AM</i>	<i>Location:</i>	<i>AHCCCS Office, Phoenix</i>
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